

**NIPPERSINK PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
REGULAR BOARD MEETING  
June 16, 2020**

**CALL TO ORDER**

The Regular Meeting of the Board of Library Trustees of the Nippersink Public Library District at the Nippersink Library, 5418 Hill Road, Richmond, Illinois, was called to order at 7:03 P.M. by Vice-President Drew Knobloch.

**PRESENT**

Trustees Brett Bieder, Robert Johnson, Michelle Jordan, Drew Knobloch, Sue Rekenhaller and Library Director Cynthia Cole were present. Trustees Adrienne Adams and Sandra Peterson were absent.

**RECOGNITION OF SECRETARY**

Trustee Rekenhaller was recognized as Secretary. Director Cole volunteered to act as Recorder.

**RECOGNITION OF MEMBERS OF THE AUDIENCE** - None

**ADDITIONS** – None

**MINUTES**

**A. Approve March 10, 2020 Regular Meeting Minutes**

**MOTION was made by Trustee Bieder, seconded by Trustee Rekenhaller, to approve the March 10, 2020 Regular Meeting Minutes.**

**Voice Vote: All in Favor**

**MOTION CARRIED**

**CORRESPONDENCE AND ANNOUNCEMENTS**

A. Letter from Illinois Secretary of State Jesse White awarding the library a 2020 Per Capita Grant in the amount of \$13,985. However, the letter also states that due to COVID-19 and other budget issues, the receipt of the grant monies could be significantly delayed.

**TREASURER'S REPORT**

**A. Review Warrant #10, 11 & Approve Warrant # 12**

Warrant #10 in the amount of \$19,447.96 and Warrant #11 in the amount of \$11,433.34 were reviewed as items were paid via approval of Treasurer Adams while the library was closed.

Warrant #12 in the amount of \$14,347.90 was reviewed for payment.

**MOTION was made by Trustee Johnston, seconded by Trustee Bieder, to approve Warrant #12.**

**Roll Call Vote: Ayes: Bieder, Johnston, Jordan, Knobloch, Rekenhaller  
Nays: None**

**MOTION CARRIED.**

**B. REVIEW MONTHLY BUDGET REPORT**

Director Cole advised that we are approximately \$34,000 under budget for the month ending May 31, 2020.

**LIBRARY DIRECTOR’S REPORT**

Director Cole advised that Curbside Pickup Service began on June 8 and the patrons have been extremely happy to be able to get library materials again. RAILS will resume delivery service on June 29 and that will allow access to most of the library materials in the consortium.

**COMMITTEE REPORTS**

**A. None**

**NEW BUSINESS**

**A. Approve Ordinance 2020-6-1 Setting Meeting Dates**

Director Cole advised that there are no conflicts with any of our regular meeting dates for FY21, so all meetings have been scheduled for the second Tuesday of the month.

**MOTION was made by Trustee Bieder, seconded by Trustee Rekenhaller, to approve Ordinance 2020-6-1.**

**Roll Call Vote: Ayes: Bieder, Johnston, Jordan, Knobloch, Rekenhaller  
Nays: None**

**MOTION CARRIED.**

**B. Approve Ordinance 2020-6-2 Policy Prohibiting Sexual Harassment**

Director Cole advised that Public Act 101-0221, passed by the Illinois legislature, requires all public bodies to pass a revised Sexual Harassment policy which prohibits sexual harassment and specifically addresses harassment issues between members of the public body. The policy must also provide for annual training for all employees on sexual harassment topics.

**MOTION was made by Trustee Bieder, seconded by Trustee Johnston, to approve Ordinance 2020-6-2.**

**Roll Call Vote: Ayes: Bieder, Johnston, Jordan, Knobloch, Rekenhaller  
Nays: None**

**C. Approve Resolution 2020-6-A Authorizing Public Library District Non-Resident Cards**

Director Cole advised that it is necessary to pass this resolution each June determining if we wish to participate in the Non-Resident card program. Hebron does not have a public library so we usually sell a few cards each year to their residents.

**MOTION was made by Trustee Bieder, seconded by Trustee Rekenhaller, to approve Resolution 2020-6-A.**

**Roll Call Vote: Ayes: Bieder, Johnston, Jordan, Knobloch, Rekenhaller  
Nays: None**

**Trustee Adams arrived at 7:25 PM.**

**D. Review and Approve FY21 Working Budget**

Director Cole reviewed the proposed budget discussing the revenue lines and several of the expense lines. Overall, we may lose revenue this year in certain categories, including Replacement Tax, Fines & Fees and Interest Income. This may be revenue that does not come back for the foreseeable future. She also discussed increases in spending in certain supply lines

to account for additional costs for employee PPE and cleaning supplies. We will also likely see increases in the service and supply lines due increases in the minimum wage which will continue through FY25.

**MOTION to approve the FY21 Working budget as presented was made by Trustee Bieder, seconded by Trustee Jordan.**

**Roll Call Vote: Ayes: Adams, Bieder, Johnston, Jordan, Knobloch, Rekenthaler**

**Nays: None**

**E. Discuss Library Phased Reopening Plan**

Director Cole provided a draft of a tentative phased reopening plan for the library. At this time, it is assumed that Illinois will enter Phase IV of Restore Illinois by late June or early July. We are still waiting to see what the requirements will be for public buildings during Phase IV, but we assume that we would be able to let patrons back in the building on a restricted basis. This could occur sometime in July, but we need to evaluate the guidelines for reopening. Unfortunately, there are no guidelines specifically for libraries, although the State Librarian has requested them, so any guidelines are cobbled together looking at other environments, primarily retail and museums. This will be a topic of continuing discussion as we continue to evaluate these issues and try to move forward. Our primary goal is to provide services while trying to mitigate risk to our staff and patrons.

**UNFINISHED BUSINESS** - None

**AUDIENCE COMMENTS** – None

**ADJOURN**

There being no further business, Vice President Knobloch declared the meeting adjourned at 8:02 P.M.

Respectfully submitted by Cynthia Cole,

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Theresa Sue Rekenthaler, Secretary